

## GRANT APPLICATION PROCESS

**A**ll applications must be submitted to the HHSS HIV Prevention Office by the appropriate deadline date or they will not be considered for funding. Applicants will be sent an acknowledgment to verify receipt of their application one week after the deadline. The review process takes 8-10 weeks to complete. It has three phases:

1. All applications are read by three reviewers.
2. Applications that make it to the second phase will be reviewed by a Grants Committee made up of HHSS staff and members of the Nebraska HIV Care and Prevention Consortium.
3. Awards will be made based on the merits of the application and available funding at the time the awards are made.

## GUIDELINES

1. Inter-agency collaborations are strongly encouraged. However, there must be a lead public or private non-profit agency {i.e. 501(c)(3)} identified for evaluation and reporting purposes.
2. Please do not send faxes. They will not be accepted.
3. Please do not send additional materials (videos, newspaper clippings, etc.). They will not be used in evaluating your application.
4. Please note that all materials once submitted become the property of Nebraska Health and Human Services System.
5. In general, no funding will be awarded for salaries, stipends, scholarships or national or international projects and travel.
6. Only complete applications will be considered. You must send three copies of the complete application.

***For more information call Nancy Jo Hansen, HIV Prevention Program, at (402) 471-9098.***